

Travel Cover Sheet

Traveler/s Name: Sonja Farak

Dates of Trip: March 18, 2012 – March 23, 2012

Destination: Dulles, VA

When submitting your travel packet please include this cover sheet check off list. Please check the appropriate box which supports your TAF submission.

Conference/Meeting Organizer

- ☒ Invite-include specifics why attendance is mandatory
- ☒ Chief of Staff Memo- provide memo
- ☐ Late travel- provide memo if out of state request is three weeks or less

Transportation

- ☒ Airfare- provide backup to support TAF request
- ☐ Train fare- provide backup to support TAF request
- ☐ Taxi Fare- provide backup to support TAF request
- ☐ Shuttle/Bus Fare- provide backup to support TAF request
- ☒ Parking Fees- provide backup to support TAF request
- ☒ Ground Transportation- provide backup to support TAF request

Lodging

- ☒ Hotel Charges- provide backup to support TAF request

Meals

- ☒ Meal Allowance-provide summary of travel rates sheet to support TAF request

Other Fees

- ☐ Admissions/Registration Fee/Agenda-provide backup to support TAF request

Travel Liaisons: Sydney Fuller-Jones

Date: 2/7/2012

Phone: (617) 983-6237

Approved A&F Director:

Grace Connolly

Date: 2/13/12

Updated 5/7/2010



THE COMMONWEALTH OF MASSACHUSETTS
TRAVEL AUTHORIZATION FORM (Form TAF)

Shaded areas must be completed if travel is subsidized by a private party, per 801 CMR 7.00

1. Date of Request: 02/07/12	2. Travel Request #:	3. Department/Division: DPH	4. DEPT/UNIT: 0294/294	5. Appropriation No.: 8100-9749
6. Name of Traveler(s): Sonja Farak	7. Title(s): Chemist II (Unit 9)	8. Dates of Travel: 3/18/2012 - 3/26/2012	8.a Destination Dulles, VA	
9. Travel Itinerary and Justification (If travel is privately subsidized, statement of purpose must include anticipated benefit to the Commonwealth and Employee: Ms. Farak will be traveling to Dulles, VA March 18, 2012 through March 23, 2012 to attend a mandatory training seminar for Forensic Scientists involved in the analysis of controlled substances conducted by the Special Testing and Research Laboratory of the Drug Enforcement Agency (DEA). The purpose of this seminar is to enhance Ms. Farak's skill as a Forensic Scientist. The 5 day training will include knowledge about analyzing different controlled substances, and the chemistry related to the analysis of controlled substances.				
<input checked="" type="checkbox"/> Supporting documentation, i.e. agendas or brochures, is attached.				
Signature of Bureau Director/Assistant Commissioner/Hospital Director:			Date:	

10. Estimated Expenses:	Private Funds	State/Federal Funds	Personal Funds	Other Funds
Transportation: (check all that apply)				
<input checked="" type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus		\$587.40	62 135 taxi = 722.40	
<input type="checkbox"/> Taxi				
Car: <input type="checkbox"/> State <input checked="" type="checkbox"/> Personal <input type="checkbox"/> Rental		\$37.71		
	Days	Rate/Amount		
Parking	1	\$ 45.00	\$45.00	
Lodging:	5	\$ 118.80	\$594.00	
Meals:	5	\$ 17.50	\$87.50	
Other: (please list): Tips				
Registration Fee				
Sub Total(s)		\$1,351.61	1486.61	
		Grand Total	\$1,351.61	1486.61

11. Include names of all other travelers (including family, friends or coworkers) and how they will pay. In addition, if the travel consists of a non-business component, please describe:

12. Privately Subsidized Travel Information: Not Applicable ☒

Name of Contact Person:	Describe all activities offered and intent to participate:
Company:	
Address:	
Business Activity:	
Telephone Number:	Relationship Between Private Party and the

13. Certifications and Authorizations

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.

Signature of Traveler: *Sonja Farak* Date: 2-7-12

I hereby certify that

Signature of Department Head or Designee: Title: Delegation from Secretary granted. Date:

☐ Approved ☐ Disapproved ☐ Approved With Modifications ☐ Comments Attached

Signature of Cabinet Secretary: Date:

Revised 04/01/10



THE COMMONWEALTH OF MASSACHUSETTS
TRAVEL AUTHORIZATION FORM (Form TAF)

Shaded areas must be completed if travel is subsidized by a private party, per 801 CMR 7.00

1. Date of Request: 01/31/12	2. Travel Request #:	3. Department/Division: DPH	4. DEPT/UNIT: 0294/294	5. Appropriation No.: 8100-9749
6. Name of Traveler(s): Hevis Lleshi		7. Title(s): Chemist I	8. Dates of Travel: 03/18/12 - 03/23/12	8.a Destination Dulles, VA
9. Travel Itinerary and Justification (If travel is privately subsidized, statement of purpose must include anticipated benefit to the Commonwealth and Employee: Ms. Lleshi will be traveling to Sterling, VA March 18, 2012 through March 23, 2012 to attend a training seminar for Forensic Scientists involved in the analysis of controlled substances conducted by the special testing Laboratory of the Drug Enforcement Agency (DEA). The purpose of this seminar is to enhance Ms. Lleshi's skill as a Forensic Scientist. The five day training will include knowledge about analyzing different controlled substances, chemistry related to the analysis of controlled substances.				
<input checked="" type="checkbox"/> Supporting documentation, i.e. agendas or brochures, is attached. Signature of Bureau Director/Assistant Commissioner/Hospital Director: <i>W. L. L. L.</i> Date: <i>2-8-12</i>				

10. Estimated Expenses:	Private Funds	State/Federal Funds	Personal Funds	Other Funds
Transportation: (check all that apply) <input checked="" type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Taxi		\$370.00	⊕ 135 taxi = \$505	
Car: <input type="checkbox"/> State <input checked="" type="checkbox"/> Personal <input type="checkbox"/> Rental		\$12.65		
	Days	Rate/Amount		
Parking	1	\$ 144.00	\$144.00	
Lodging:	5	\$ 118.80	\$594.00	
Meals:	1	\$ 87.50	\$87.50	
Other: (please list): Tips Registration Fee				
Tolls			\$3.50	
Sub Total(s)		\$1211.65	1346.65	1346.65
		Grand Total	\$1,211.65	

11. Include names of all other travelers (including family, friends or coworkers) and how they will pay. In addition, if the travel consists of a non-business component, please describe:

12. Privately Subsidized Travel Information: Not Applicable ☒

Name of Contact Person:	Describe all activities offered and intent to participate:
Company:	
Address:	
Business Activity:	
Telephone Number:	Relationship Between Private Party and the

13. Certifications and Authorizations

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.

Signature of Traveler: *[Signature]* Date: *1/31/2012*

I hereby certify that

Signature of Department Head or Designee: _____ Title: _____ Delegation from Secretary granted. _____ Date: _____

☐ Approved ☐ Disapproved ☐ Approved With Modifications ☐ Comments Attached

Signature of Cabinet Secretary: _____ Date: _____

Revised 04/01/10



Hampton Inn & Suites Washington-Dulles International Airport
22700 Holiday Park Drive, Sterling, Virginia, 20166, USA
1-703-537-7800

Reservation Summary


18 Mar 2012 - 23 Mar 2012, 2 rooms for 2 adults

The rooms you've chosen for this reservation are presented below. You may change the rooms, or select 'Continue' to finish your reservation.

ROOM TYPES

Room 1 of 2

1 adult

1 KING BED NONSMOKING 
State Government


Price per night: \$108.00

Taxes: \$10.80

[View/Change](#)
[Rate details](#)

Room 2 of 2

1 adult

1 KING BED NONSMOKING 
State Government

Price per night: \$108.00

Taxes: \$10.80

[View/Change](#)
[Rate details](#)

Would you like to change your rate? [Start Over](#) (This will start your room selection process from the beginning.)

[Continue](#)

[Print Close](#)

Hampton Inn & Suites Washington-Dulles International Airport

Rate details State Government

Current State or Local Government Employee ID or Travel Orders required at check-in. Includes hot breakfast, HS internet and fitness center. Not applicable if attending a group or convention. Limit 2 rooms per reservation.

Room: 1 KING BED NONSMOKING

DATE	Price per night TAX		TOTAL (USD)
18 Mar 2012	108.00	10.80	118.80
19 Mar 2012	108.00	10.80	118.80
20 Mar 2012	108.00	10.80	118.80
21 Mar 2012	108.00	10.80	118.80
22 Mar 2012	108.00	10.80	118.80
Room Subtotal:			594.00

Rules & Restrictions

Taxes

- 10.00 % per room per night

Guarantee Policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation Policy

If you wish to cancel, please do so by 6pm, hotel local time, on the day of arrival to avoid cancellation penalties.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

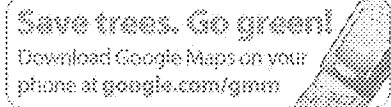
Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Services provided for an additional charge

- Parking charges: Self parking - Complimentary, Outdoor Lot.
- In-Room Wireless Internet: Complimentary
- In-Room Wired Internet: Complimentary



Directions to 22624 Dulles Summit Ct, Sterling,
VA 20166
2.9 mi – about 7 mins



22700 Holiday Park Dr, Sterling, VA 20166

1. Head **northeast** on **Holiday Park Dr** toward **Shaw Rd/State Route 636**
go 0.1 mi
total 0.1 mi
2. Turn right onto **Shaw Rd/State Route 636**
About 2 mins
go 0.8 mi
total 0.9 mi
3. Turn right onto **VA-606 W/Old Ox Rd/Sterling Rd**
About 4 mins
go 1.7 mi
total 2.6 mi
4. Turn right onto **Dulles Summit Ct**
Destination will be on the right
About 1 min
go 0.3 mi
total 2.9 mi



22624 Dulles Summit Ct, Sterling, VA 20166

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.

DULLES TAXI

est. 1988

and Sedan

703-481-8181

24 HOUR RESERVATIONS

Home

Online Reservations

Rates

About Us

Rate Breakdown/Service Charges, effective 08/23/2010

\$3.50-First 1/4 mile or part thereof

\$.50-Each additional 1/4 mile or part thereof

\$1.50-Each additional passenger

\$.50-Each 60 seconds of waiting time (\$22.50 per hour)

\$2.50-Surcharge when snow emergency is declared

Transportation provided via airline vouchers is restricted to the service and destination authorized by the airline. We must honor the directions given by the airlines or the voucher is void. Any questions relating to these matters must be handled directly with the airline.

Approximate distance and fares from Dulles Airport

Reagan National Airport 28 miles \$61

Virginia Locations

Arlington 23 miles \$45

Alexandria 27 miles \$52

Leesburg 18 miles \$41

Charlottesville Airport 93 miles \$191

City of Manassas 16 miles \$38

Manassas Park 16 miles \$37

Middleburg 25 miles \$55

Mount Vernon 38 miles \$81

Pentagon 26 miles \$57

Reston 10 miles \$25

Richmond Airport 128 miles \$261

Rosslyn 23 miles \$50

Tysons Corner 17 miles \$39

Warrenton 33 miles \$71

West Falls Church Metro Station 19 miles \$40

Winchester 60 miles \$125

Woodbridge 31 miles \$67

Maryland Locations

Andrews Air Force Base 45 miles \$95

Bethesda 25 miles \$55

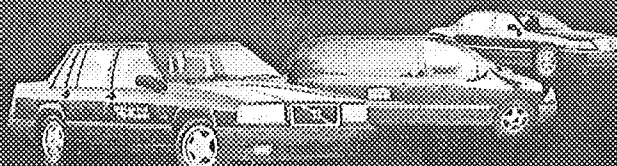
BWI Airport 58 miles \$121

3 miles * \$5 mile

Hampton Inn → DEA Lab

* 2, M-Th, * 1 F

\$15 trip * 9 = \$135



CALL 703-481-8181 • 24 HOUR RESERVATIONS

DULLES TAXI

est. 1988

and Sedan

703-481-8181

24 HOUR RESERVATIONS

[Home](#) | [Online Reservations](#) | [Rates](#) | [About Us](#)

Rate Breakdown/Service Charges, effective 08/23/2010

\$3.50-First 1/4 mile or part thereof

\$.50-Each additional 1/4 mile or part thereof

\$1.50-Each additional passenger

\$.50-Each 80 seconds of waiting time (\$22.50 per hour)

\$2.50-Surcharge when snow emergency is declared

Transportation provided via airline vouchers is restricted to the service and destination authorized by the airline. We must honor the directions given by the airlines or the voucher is void. Any questions relating to these matters must be handled directly with the airline.

Approximate distance and fares from Dulles Airport

Reagan National Airport 28 miles \$61

Virginia Locations

Arlington 23 miles \$45

Alexandria 27 miles \$52

Leesburg 18 miles \$41

Charlottesville Airport 93 miles \$191

City of Manassas 18 miles \$38

Manassas Park 16 miles \$37

Middleburg 25 miles \$55

Mount Vernon 38 miles \$81

Pentagon 26 miles \$57

Reston 10 miles \$25

Richmond Airport 128 miles \$261

Rosslyn 23 miles \$50

Tysons Corner 17 miles \$39

Warrenton 33 miles \$71

West Falls Church Metro Station 19 miles \$40

Winchester 60 miles \$125

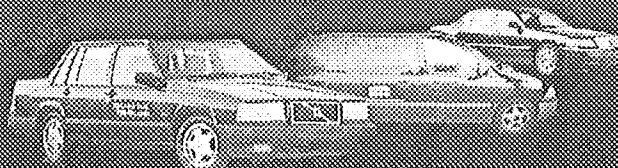
Woodbridge 31 miles \$67

Maryland Locations

Andrews Air Force Base 45 miles \$95

Bethesda 25 miles \$55

BWI Airport 58 miles \$121



CALL 703-481-8181 • 24 HOUR RESERVATIONS